



ALL HAZARDS EMERGENCY PLANNER

Location: Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Classification: Full-time, 40 hours per week; FLSA Exempt status
Salary: Starting salary: \$50,000 annually; Full Benefits; 12-month Grant Funded Position
Closing Date: May 14, 2021

About the HRPDC

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is *...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance.* The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program through its Communications department. The HRPDC staff also serves as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO), which is responsible for transportation planning and decision-making in the region. The HRPDC is an equal opportunity employer. For more information on the HRPDC, visit www.hrpdcva.gov.

The Position

The All Hazards Emergency Planner is a professional position responsible for providing regionally-oriented emergency management and homeland security planning. It is a 12-month grant-funded position with the possibility for renewal dependent upon receipt of additional grant funding. This position serves as an advocate of emergency management and homeland security initiatives and supports the HRPDC, the Hampton Roads All Hazards Advisory Committee (AHAC), and AHAC subcommittees. Qualified applicants must be a U.S. citizen or permanent resident.

Working under the supervision of the Regional Emergency Management Administrator, the position will provide planning support to the Emergency Management Administrator, AHAC and AHAC Subcommittees that include:

- Inclusive Emergency Planning
- Public Information
- Cybersecurity
- Interoperable Communications
- Urban Area Working Group
- Additional working groups as needs arise

The Candidate

The candidate must have:

- Comprehensive knowledge of theories, practices and principles of emergency management.
- Ability to apply logic and reasoning to understand, analyze and evaluate complex situations and identify and offer solutions as necessary.
- Requires excellent interpersonal skills, and the ability to work with all levels of internal management and staff. Must be able to establish and maintain effective working relationships with professional colleagues and representatives from other agencies and the public.
- Excellent communication skills with strong ability to communicate ideas and proposals effectively, both orally and in writing.

- Knowledge of the geography, demographics and risk profile of Hampton Roads, as well as the operation and unique needs of local government.
- Must be able to prepare and present technical reports and communicate complex ideas effectively both orally and in writing. Thorough knowledge of the geography, demographics and economics of Hampton Roads as well as the operation and unique needs of local government.
- Ability and sufficient knowledge to conduct research and prepare professional studies, reports and planning documents related to regional emergency management mitigation, preparedness, response, prevention, and recovery programs as needed.
- Ability and willingness to perform administrative duties including but not limited to data collection/entry, agenda preparation and preparation of minutes for assigned committee and subcommittee meetings.



Education & Experience

Bachelor's degree from an accredited college or university in emergency management and/or homeland security or other related field, or any combination of education and experience that provides the equivalent knowledge, skills and abilities. Previous grants management experience, designation as a CEM (Certified Emergency Manager), other emergency management and homeland security related certifications are a plus..

Physical Requirements & Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title.

Physical Requirements: Must be physically able to operate a variety of automated office machines, which include a computer and ability to use industry standard computer hardware and software for the execution of daily tasks. Occasional walking to and from offices, intermittent stooping and bending at files and lifting of items. Must be able to set-up and remove presentation items from displays. Occasional lifting of up to 25 lbs. Position requires travel within Hampton Roads region.

Working Environment: Most work is typically performed in a climate-controlled office environment.

Writing Ability: Work requires the ability to write letters, management responses, transmittal letters, contracts, research and technical analyses, correspondence and reports.

Reading: Requires the ability to read legal documents, federal, state and local regulations and manuals, grants, correspondence, contracts and other documentation.

Numerical Aptitude: Requires the ability to utilize complex mathematical formulas and budgeting practices.

Benefits

The HRPDC provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Military Leave
- Flexible Work Schedules
- Flexible Spending Accounts
- Professional Development Opportunities

Sensory Requirements: Normal visual acuity, field of vision, speaking, color perception and depth perception.

Mental Requirements: Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional nature and formulates important recommendations or makes technical decisions that have an organization-wide and/or regional impact; requires sustained, intense concentration for accurate results.

EEO and ADA Compliance: The HRPDC is an Equal Opportunity Employer. ADA requires the HRPDC to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations with management.

To Apply

To be considered, applicants must submit a letter of interest and résumé to Kelli Arledge, Human Resources Administrator, at karledge@hrpdcva.gov, or mail documents to:

Kelli E. Arledge
Human Resources Administrator
HRPDC
723 Woodlake Drive,
Chesapeake, VA 23320